

STATE OF NEW JERSEY



COUNTY MEDICAL EXAMINER

C410000-999

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

C41 0000

SCHEDULE NUMBER

999

PAGE NUMBER

1 OF

DEPARTMENT

County Medical Examiner

DIVISION

BUREAU

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

SCHEDULE APPROVAL: The records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE

DATE

11/21/86

SECRETARY, STATE RECORDS COMMITTEE SIGNATURE

DATE

11-12-86

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0001-0000

Autopsy Reports

Permanent

Permanent

0002-0000

Medical Examiners Viewing Reports

Permanent

Permanent

0003-0000

Employee Medical Charts

6 yrs. after
termination of
employment

Destroy

0004-0000

Purchase Orders (copies)

3 yrs.

Destroy

0005-0000

Toxicological Reports

Permanent

Permanent

0006-0000

Reports

0006-0001

Annual

Permanent

Permanent

0006-0002

Monthly

3 yrs.

Destroy

0007-0000

Microscopic Reports

Permanent

Permanent

0008-0000

Correspondence

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

C410000

SCHEDULE NUMBER

999

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RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN

AGENCY

RECORDS CENTER

DISPOSITION

0008-0001

External

3 yrs.

Destroy

0008-0002

Internal

Periodic Review

Destroy

0009-0000

Travel Vouchers (copies)

3 yrs.

Destroy

0010-0000

Records of identified & unidentified bodies

Permanent

Permanent

0011-0000

Burial Cost Records

6 yrs.

Destroy

0012-0000

Delivery Receipt & Disposition Book

Permanent

Permanent

0013-0000

Property Inventory of Unidentified and Shipwrecked Bodies.

2 yrs. after
disposition of
property by county
NJSA 40A:9-58

Destroy

0014-0000

Record of Shipwrecks Book
Contains time & place of burial of any
shipwrecked body, name of ship, date & place
of wreck, body description.

Permanent

Permanent

0015-0000

X-Rays

0015-0001

X-Rays - Unidentified body

Permanent

Permanent

0015-0002

X-Rays - Homicide

2 yrs after trial
and after conclusion
of litigation

Destroy

0015-0003

X-Rays - Other

5 yrs

Destroy